Information Technology Project Request

Special Project Report
Executive Approval Transmittal

Department Name

Project Title (maximum of 75 characters)	**Project Acronym**

FSR Project ID	**FSR Approval Date**	**Department Priority**	**Agency Priority**

APPROVAL SIGNATURES

I am submitting the attached Special Project Report (SPR) in support of our request for the DOIT's approval to continue development and/or implementation of this project.

I certify that the SPR was prepared in accordance with the State Administrative Manual Sections 4945-4945.2 and that the proposed project changes are consistent with our information management strategy as expressed in our current Agency Information Management Strategy (AIMS).

I have reviewed and agree with the information in the attached Special Project Report.

Chief Information Officer	**Date Signed**
Printed name:	

Budget Officer	**Date Signed**
Printed name:	

Department Director	**Date Signed**
Printed name:	

Agency Secretary	**Date Signed**
Printed name:	

Special Project Report (SPR) Outline

1.0   SPR EXECUTIVE APPROVAL TRANSMITTAL

1.1   DEPARTMENT NAME
1.2   PROJECT TITLE
1.3   PROJECT ACRONYM
1.4   DEPARTMENT PRIORITY
1.5   AGENCY PRIORITY
1.6   APPROVAL SIGNATURES

2.0   UPDATED IT PROJECT SUMMARY PACKAGE

2.1   SECTION A: EXECUTIVE SUMMARY
2.2   SECTION B: PROJECT CONTACTS
2.3   SECTION C: PROJECT RELEVANCE TO STATE AND/OR DEPARTMENTAL PLANS
2.4   SECTION D: PROJECT SCHEDULE
2.5   SECTION E: BUDGET INFORMATION
2.6   SECTION F: TOTAL VENDOR PROJECT BUDGET
2.7   SECTION G: RISK ASSESSMENT INFORMATION
2.8   SECTION H: PROJECT PROFILE

3.0   PROPOSED PROJECT CHANGE

3.1   PROJECT BACKGROUND/SUMMARY
3.2   DESCRIPTION OF PROPOSED CHANGE
3.3   REASON FOR PROPOSED CHANGE
3.4   JUSTIFICATION
3.5   IMPACT OF PROPOSED CHANGE ON THE PROJECT
3.6   IMPLEMENTATION PLAN

4.0   UPDATED PROJECT MANAGEMENT PLAN

4.1   PROJECT MANAGER QUALIFICATIONS
4.2   PROJECT MANAGEMENT METHODOLOGY
4.3   PROJECT ORGANIZATION
4.4   PROJECT PRIORITIES
4.5   PROJECT PLAN
4.5.1   PROJECT SCOPE
4.5.2   PROJECT ASSUMPTIONS
4.5.3   PROJECT PHASING
4.5.4   ROLES AND RESPONSIBILITIES
4.5.5   PROJECT MANAGEMENT SCHEDULE
4.6   PROJECT MONITORING
4.7   PROJECT QUALITY
4.8   CHANGE MANAGEMENT
4.9   AUTHORIZATION REQUIRED

5.0   UPDATED RISK MANAGEMENT PLAN

5.1   RISK MANAGEMENT APPROACH
5.2   COMPLETED DOIT RAM REPORT
5.3   RISK MANAGEMENT WORKSHEET

6.0   UPDATED ECONOMIC ANALYSIS WORKSHEETS

6.1   ECONOMIC ANALYSIS WORKSHEET FROM ORIGINAL FSR
6.2   ECONOMIC ANALYSIS WORKSHEET FROM THE MOST RECENT SPR (IF ANY)
6.3   ECONOMIC ANALYSIS WORKSHEET FOR THE PROPOSED CHANGE
6.4   ECONOMIC ANALYSIS SUMMARY WORKSHEET
6.5   PROJECT FUNDING PLAN

DEPARTMENT OF INFORMATION TECHNOLOGY
STATE INFORMATION MANAGEMENT MANUAL
SPECIAL PROJECT REPORT: 7.0
SUBMISSION CHECKLIST

The following checklist will be used by the DOIT SPR Review Analyst to determine if the SPR package being submitted is complete. If any of the required items are missing, the entire package will be returned to the sender for completion. The Project Manager is responsible for ensuring that the following items are included:

❑   1) SPR Executive Approval Transmittal – All Signatures included.

❑   2) The updated Information Technology Project Summary Package must include:

       ❑   Section A: Executive Summary

       ❑   Section B: Project Contacts

       ❑   Section C: Project Relevance to State and/or Dept. Plans

       ❑   Section D: Project Schedule

       ❑   Section E: Budget Information

       ❑   Section F: Total Vendor Project Budget

       ❑   Section G: Risk Assessment Information

       ❑   Section H: Project Profile

❑   3) Proposed Project Change Document (all sections are required)

       ❑   Project Background/Summary

       ❑   Description of Proposed Change

       ❑   Reason for Proposed Change

       ❑   Justification

       ❑   Impact of Proposed Change on the Project

       ❑   Implementation Plan

❑   4) Updated Project Management Plan (if needed)

❑   5) Updated Risk Management Plan (if needed)

❑   6) Updated Economic Analysis Worksheets

       ❑   Original FSR   ❑   Summary

       ❑   Most recent FSR   ❑   Funding Plan

       ❑   Proposed Change